



Call for Proposals Visiting Scholar Program Proposals Due: February 10, 1997

Purpose

The Visiting Scholar Program funds Los Alamos National Laboratory staff to do research and related teaching at a University of California (UC) Campus, or UC faculty to do research at the Laboratory. The intent of this program is to allow the host institution and the participant to benefit from closer professional interactions while fostering collaborative research between the Campus and the Laboratory. Participants will be competitively selected for these appointments based on the criteria outlined in this Call.

Program Description and Eligibility

The Program will fund the salary and associated expenses (described below) of the participant while carrying out research and related activities at a proposed location for a period between 6 months and 1 year. Eligibility is restricted to UC faculty who are members of the Academic Senate or to regular Los Alamos technical staff members. UC faculty who are not US citizens are fully eligible and a lack of security clearance should not impede research activities at Los Alamos in the majority of cases.

The proposals should be for appointments which begin any time prior to June 26, 1998. The awards will be announced in May 1997. Regardless of the beginning date, the proposal should be for a continuous period of 6 months to 1 year. The funds currently available for this Call will allow the support for only four to eight awards total (Campuses plus Laboratory).

Funding

The funds for the Visiting Scholar Program come entirely from the Los Alamos portion of the University of California Directed Research and Development (UCDRD) account. The funds will be supplied to the home organization (UC campus for faculty, and Los Alamos group for Laboratory staff) so that paychecks, benefits, etc., will continue unaltered from the normal process.

In general, funding will be provided for salary (including summer salary for faculty), benefits, travel, some off-site living expenses, and a small amount for research equipment, materials, and services. Some portion of the funds for materials and services could be sent

to the host institution if that is deemed useful by the Visiting Scholar. Detailed requests should be included in the budget sheet attached to the proposal as described later in this Call.

Proposal Submission and Selection Process

The proposal, including required attachments, must be **received at the following address no later than February 10, 1997:**

Dr. Rulon K. Linford
UC Coordinator
MS F673
Los Alamos National Laboratory
Los Alamos, NM 87545

The format and instructions for all elements of the required proposal are attached.

No limitation is imposed on the number of proposals submitted from a given Campus department or Laboratory group. However, applicants should consider the competitive selection criteria and the maximum number of awards to be made before making the effort to apply.

These proposals will be evaluated by peer reviewers and then ranked by the Selection Committee comprised of Vice Chancellors for Research, faculty chosen by the Academic Council, and Los Alamos National Laboratory Fellows or Senior Fellows, and chaired by the Los Alamos UC Coordinator. The peer reviewers will individually score the proposals according to the following evaluation criteria. Using the input from the peer reviewers, the members of the Selection Committee will individually develop their own scores using the same evaluation criteria, and then rank the proposals. (Vice Chancellors for Research and faculty will not score proposals from their own Campus and Fellows will not score proposals from their own Division.) Then during a conference call or meeting of the Committee the candidates will be discussed and a final selection will be made.

Evaluation Criteria (maximum points for each criterion)

- Quality of proposed research (creativity of approach, potential impact on technical field, and feasibility of proposed work). (50)
- Benefit to the Laboratory and the Campus (strengthened collaboration, capabilities, skills, contact with students, and opportunities for increased external/extramural funding; for Laboratory staff going to a campus, importance of teaching opportunity should be included). (30)
- Importance of complementary capabilities and facilities available at the selected Campus/Lab to carry out the proposed research. (20)

The awards will be announced in May 1997. These appointments could begin as soon after the announcements as the details could be worked out. Practical considerations would probably prevent most appointments from beginning before June 1997. As stated above, the latest start date for this round will be June 26, 1998. Regardless of start date the appointments will be for a continuous period of 6 months to 1 year.

Proposal Format and Instructions

The proposal consists of six main parts: the Body, the Curriculum Vitae, the Budget Sheet, the Letter of Support from Applicant's Supervisor, the Letter of Support from the Host Organization, and the list of four suggested peer reviewers.

1. The Body

The Body contains two parts: the title block (see format below) and the main body. Both of these parts must be contained within four pages and must not contain fonts smaller than 12 point (the size used in this set of instructions). The main body should contain a description of the research and teaching activities being proposed, the anticipated results and their importance to the technical field, and the benefits to both the Campus and the Lab. (See the evaluation criteria.) In addition, the main body should indicate the importance of the capabilities and facilities that the applicant will have access to at the host institution in carrying out these activities. The main body should also contain a brief statement about the adequacy of support (beyond that requested on the attached budget sheet) needed for other elements of the collaboration.

The format of the title block for the Body of the proposal is:

Proposal for Visiting Scholar Program

Applicant Data

Name:

Dept./Group:

Address:

Telephone:

Supervisor:

(Department Chair, Group Leader, etc.)

Telephone:

Host Institution Data

Principal Collaborator:

Dept./Group:

Address:

Telephone:

Collaborator's Supervisor:

(Department Chair, Group Leader, etc.)

Telephone:

Appointment Data

Dates of Desired Appointment:

Beginning:

Ending:

Total Requested Budget (from Budget Sheet):

Title or Topic of Research/Teaching:

2. Curriculum Vitae

The CV should be restricted to one, or two pages at the most. Only the most important publications that are relevant to the proposed research/teaching activity should be included.

3. Budget Sheet

Show all direct costs including salary, benefits, materials and services, travel, and off-site living expenses. The off-site living expenses should be consistent with the relevant campus travel policies or the Laboratory's Extended Travel Guidelines. These expenses will include housing, transportation, and per diem. To minimize unnecessary work, the applicant should use an estimate of \$3000 per month for the off-site living expenses (housing, local transportation, and per diem). The details will be negotiated later with those who are selected to take into account the location and other special circumstances. The result may be somewhat lower or higher than this estimate. In addition to the travel at the beginning and end of the appointment, travel expenses can include round-trip airfare that can include trips to relevant scientific conferences and allows the applicant to return to the home institution no more frequently than every six weeks. We actually recommend that the applicant return periodically for a few days to maintain appropriate contacts. It may be useful to allocate a small amount of funding to be made available to the Visiting Scholar at the host institution for materials and services. If this is desired, please indicate the amount as part of the budget sheet.

The Visiting Scholar Program is a DOE Laboratory (Los Alamos National Laboratory) University of California Collaborative Activity. As stated earlier, the costs of this Program will be paid entirely from UCDRD funds. These are University funds held in an account at the UC Office of the President (UCOP). These funds will be transferred by Los Alamos direction directly to the UC campus for faculty that are selected for an award without flowing through Los Alamos. Because UCDRD funds are University funds, they are deemed to be intramural and therefore not subject to A-21 overhead rates. Funds for Los Alamos staff that are selected for an award will be transferred to the appropriate Los Alamos group. No G&A burden will be imposed by the Laboratory. Proposals from Campus faculty must be submitted through their contracts and grants office for the usual approvals.

It is in the interest of the Laboratory to encourage support of collaborative activities, therefore budgets for faculty may include an amount up to ten percent of total costs, at the option of the Campus for this purpose. This will be a lump amount intended to be retained by the Office of the Vice Chancellor for Research. This lump amount to support collaborative activities is a program objective and is not to be interpreted as in lieu of indirect cost, since indirect costs are not required under this program. This amount should be labeled "Campus /Los Alamos Collaborative Activities Support" in the Budget Sheet.

4. Letter of Support from Applicant's Supervisor

This letter should indicate that the supervisor (e.g., Department Chair or Group Leader) is supportive of the proposed activity and that the impact of the applicant's absence can be adequately managed. In particular, a Laboratory supervisor should provide assurance that the applicant will have a job when the appointment is over, and a Campus supervisor should indicate that the applicant's teaching responsibilities can be covered and that the appointment will at least not hurt the applicant's status in the Department. The letter should be brief. While a simple statement of recommendation is appropriate, it is not intended that this letter contain a detailed assessment of the applicant's qualifications.

Letters of support that are written by Laboratory Group Leaders should be in the form of a memo sent through the cognizant Division Director. This letter of support should indicate the willingness of the group and division to initiate a Personnel Action Form financially transferring the Laboratory Visiting Scholar to the STB-UC organization for the length of the visit. (This transfer is accomplished by putting the STB cost center in the "Proposed Status" cost center box and leaving the "Organization Code" box blank, thus the Visiting Scholar administratively remains in their present group.) This change avoids group and division taxes while the Visiting Scholar is away from the Laboratory.

5. Letter of Support from the Host Organization

This letter should be written by the supervisor (e.g., Department Chair or Group Leader) of the applicant's principal collaborator at the host institution. It should indicate support for the applicant's proposal and that the visit can be accommodated by the organization. Specifically, a Laboratory Group Leader should indicate that office and lab space and other appropriate facilities and needs can be provided. A Department Chair should indicate that the proposed teaching by the applicant is appropriate and that adequate office and research space and other appropriate facilities and needs are available. A brief statement of recommendation is also appropriate, but no detailed assessment of the applicant's qualifications is expected.

Letters by Laboratory Group Leaders should be in the form of a memo sent through the cognizant Division Director. The letter should state that the hosting group will submit a Guest Scientist Agreement and oversee the necessary Laboratory training and regulations for a guest scientist. Letters from the Department Chair should indicate the official status within their department and campus of the Visiting Scholar, (i.e., Senior Researcher, Researcher, etc.) Such a designation may be useful for the individual to have appropriate access to campus services and have the ability to access appropriate budgets for materials and supplies as described in (3) Budget Sheet above.

The proposed research activities must comply with all of the pertinent University, Campus, Laboratory and DOE requirements. In particular, any required special documentation regarding ES&H and living subjects should also be attached to the proposal.

6. List of Peer Reviewers

Please provide a list of four suggested researchers who could provide a peer review of the proposal. They obviously should have no conflict of interest in regards to the proposal. Please include name, institution, address, phone number, fax, and email.